

Instructions For Requesting Civil Case Documents, as provided by the Federal Records Center:

- ▶ The National Archives and Records Administration will service requests received by FAX, U. S. Postal Service (USPS) or Common courier for photocopies of a Civil Case file.
- ▶ We do not send confirmation that your FAX was received.
- ▶ Orders sent by FAX must be paid for by one of the following credit cards: MASTERCARD, VISA, AMERICAN EXPRESS or DISCOVER. Orders sent by USPS or Common courier may be paid by credit card, money order or personal/certified check made payable to "National Archives Trust Fund".
- ▶ The maximum amount of a personal check is \$100.
- ▶ Requests will be processed within 24 hours of receipt.

** Please note that copies of documents delivered by FAX cannot be certified.

- ▶ Allow at least 7 working days before calling to check on a request sent by and to be delivered by the USPS.
- ▶ Copies of documents delivered by MAIL will be sent by the USPS or UPS at the record center's expense or by Common courier at the requestor's expense.
- ▶ If you do not need or want the entire case file copied, you have the option of making an appointment to review the case file at the Waltham office.

Request Form For Civil Cases Returned By Fax or Mail
Please use one request form per case.

Case Information: _____
Court Location: _____
Case File Name: _____
Case File Number: _____
FRC Accession Number: _____
Agency Box Number: _____
FRC Location Number: _____

Request Information:

Package A - Copy of Entire Civil Case

All documents of the case file will be copied [70 page limit]. You will be notified by telephone if your request exceeds the 70 page limit and be given further options at that time.

- ☐ NOT Certified \$35.00 (returned by either Fax or Mail)
☐ Certified \$41.00 (returned by Mail Only)

*** If you do not need or want the entire case file copied, you have the option of making an appointment to review the case file at the Waltham office by calling (781) 647-8766, Monday through Friday from 7:30AM – 4:30PM. You may also contact the court where the case was tried and make arrangements with the court staff to review the case file at the court.*

Package B - Docket Sheet

- ☐ NOT Certified \$10.00 (returned by either Fax or Mail)
☐ Certified \$16.00 (returned by Mail Only)

Our fax machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

For Copies Returned By Fax:

Name: _____
Fax Number – with Area Code: _____
Daytime Phone Number – with Area Code: _____

For Copies Returned By Mail:

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Daytime Phone Number – with Area Code: _____

Payment Information:

1. Make CHECK or MONEY ORDER payable to the
NATIONAL ARCHIVES TRUST FUND.
The maximum amount for a personal check is \$100.
2. Credit Card payment - check one:
☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐ DISCOVER

Name on Card: _____
Account Number: _____
Expiration Date: _____

PLEASE DO NOT SEND CASH

Submit Request:

- ▶ Complete this form and FAX to: (781) 647-8112.

OR

- ▶ Complete this form and MAIL to:

NARA, Northeast Region - Boston
Research Room
380 Trapelo Road
Waltham, MA 02452-6399

If you want your copies returned via a Common Courier, you must include a prepaid envelope with your request. All copies returned via a Common Courier are at the requestor's expense.

Please Note - The processing of your request will be delayed if:

- Any information provided is incomplete or incorrect.
- The name on the case file does not match the name on the case requested
- Your credit card is not approved

You will be called at your daytime phone number if any problems occur. If you have any questions about these instructions or if you would like more information about our services, please call (781) 647-8766.